BUSINESS COMMUNICATIONS I TEST #220 (2005 - 2006) Summary Score Sheet

I verify that this is an accurate record of the stude	nt performance	objectives. D	ate		Period		_ School		
Teacher Name (Print) Teacher Signature									
(Copies of this sheet must be kept on file at the so	chool for TWO	years, by the te	eacher, and the	school CTE T	esting Coordin	ator.)			
Indicate student achievement on each required performance objective. (The number on this score sheet corresponds to the number listed on the Business Communications I, #220 Performance Skills Evaluation Checklist.) 1 = not skilled, 2 = limited skill, 3 = moderately skilled, 4 = highly skilled (Mark Y in last column if student has achieved at least a 3 or 4 for every objective.) Name	1 – Use Oral Communication Skills	2. –Practice Reading Skills	3. – Identify the Communication Process and practice nonverbal communication	4 – Compose an e- mail, several letters and memos	5 – Practice listening skills	6 –Use appropriate interpersonal communication skills	7 – Use technology to enhance and perfect communications	Competent in every performance objective?	